

CLASSIFICATION SPECIFICATION FOR: DIRECTOR OF PARKS & PUBLIC WORKS

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under the administrative direction of the Town Manager, the Director of Parks & Public Works is responsible for the full range of the maintenance and operation of parks and public improvement, and management of construction projects.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Directs all Parks and Public works operation.
2. Advises the Town Council, Town Manager, Park Commission and other departments and officials regarding all matters in his charge.
3. Serves as Secretary tot he Park Commission and attends meetings of the Commission.
4. Responsible for the enforcement of laws, ordinances, rules and regulations governing parks and their programs.
5. Prepares and implements departmental budget.
6. Responsible for departmental personnel management, training and safety.
7. Responsible for the Town Service Center, equipment maintenance and repair.
8. Plans, direct, coordinate and review work activities, projects and programs.
9. Oversees the development and administration of the Parks Services, Engineering Services, Encroachment Permit Issuance, and Streets/Signals/Sidewalks.
10. Select, train and evaluate professional, technical and clerical staff.
11. Develop and implement the Capital Improvement Program.
12. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelors Degree with a major in Park or Public Administration or a clearly related field.
- Progressive responsible experience in public works and managerial background in local government.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Current practices in park and public improvement and management of construction.
- Modern personnel and financial administration practices and current public management techniques.
- Operations, services, policies and procedures.
- Principles of business letter writing and basic report preparation.
- Current federal, state and local laws, codes and regulations.
- Principles and techniques of effective leadership.
- Principles of supervision, training and performance evaluation.
- General customer service techniques.
- Safe work practices.

Ability to:

- Effectively develop and administer departmental budget and programs.
- Analyze service and maintenance problems, develop and implement effective solutions.
- Select, supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationship with those contacted in the course of work.
- Possession of valid State of California Class C driver's license.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Exempt

PROPERTY INTEREST:

This is a management, at-will position.

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